



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY, EUROPE, AND SEVENTH ARMY
UNIT 29351
APO AE 09014

AEAFC-FS (37)

6 March 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Payment of Temporary Lodging Allowance in USAREUR

This memorandum expires in 1 year.

1. References:

a. DOD Financial Management Regulation, Volume 7A, 10 February 1999, Military Pay Policy and Procedures, Active Duty and Reserve Pay.

b. The Joint Federal Travel Regulations, Volume 1, 1 January 2001, Uniformed Service Members.


c. USAREUR Regulation 37-4, 2 July 1998, Providing Temporary Lodging Allowance in USEUCOM.

2. The enclosed policy prescribes procedures for paying temporary lodging allowance in USAREUR. This policy will be published in USAREUR Regulation 37-4 before this memorandum expires.

3. The POC is the Military Pay Branch, Office of the Staff Finance and Accounting Officer, HQ USAREUR/7A, 379-5174.

FOR THE COMMANDER:

Encl


LARRY R. JORDAN
Lieutenant General, USA
Deputy Commanding General

DISTRIBUTION:
Cdr, 266th FINCOM
Cdr, Each ASG

USAREUR TEMPORARY LODGING ALLOWANCE PAYMENT PROCEDURES

1. PURPOSE

This policy prescribes procedures for paying temporary lodging allowance (TLA) in USAREUR.

2. RESPONSIBILITIES

a. When soldiers temporarily occupy guesthouses operated by the U.S. Government, the lodging portion of the TLA will be paid directly to the guesthouse by the servicing finance office. The following responsibilities apply:

(1) Soldiers will—

(a) Verify all lodging charges (for example, room, telephone, pet fees).

(b) Sign the lodging receipt.

(2) Guesthouses will prepare and send SF 1034 (Public Voucher for Purchases and Services Other Than Personal) to the local housing office. All receipts that support TLA payment should be attached. Normally the SF 1034 and receipts cover a specific 10-day period, but may include as many as 15 days under special or unusual circumstances. Payment for less than 10 days is authorized for a final payment of TLA.

(3) Housing offices will—

(a) Validate the number of days shown on the lodging voucher by comparing it to the number of days authorized for TLA.

(b) Certify the accuracy and completeness of each SF 1034 by checking for and reviewing receipts, the TLA authorization statement, and, if applicable, a statement by the soldier declaring the days the soldier ate all meals in a Government dining facility. Include a complete set of permanent change of station (PCS) orders including all amendments for initial claims.

(c) Send the SF 1034 and all TLA supporting documents ((b) above) to the finance office on DA Form 200 (Transmittal Letter) once a day.

(4) Finance offices will—

(a) Verify receipt of all attached TLA supporting documents by comparing them to the DA Form 200.

(b) Date and sign the DA Form 200.

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(c) Process for payment all meals and incidental expenses within 24 hours the day TLA supporting documents are received. When supporting documents are received the day before a holiday weekend, meals and incidental expenses will be processed the day of receipt. At no time will TLA documents received from housing be placed in suspense pending coding.

(d) Maintain copies of DA Form 200 on file for 2 years; then destroy them.

b. When soldiers temporarily occupy local lodging facilities that are not operated by the U.S. Government, the finance office will pay incoming and outgoing soldiers for authorized TLA expenses according to the procedures below:

(1) Incoming soldiers will—

(a) Pay the balance due on their lodging costs every 10 days. Final payment may be made in less than 10 days. According to DOD Financial Management Regulation, volume 7A, paragraph 320101, if soldiers do not have funds available to pay the first 10 days of lodging, they are authorized “to receive an advance of pay and allowances . . . to meet extraordinary expenses incident to a Government-ordered relocation.” Types of advance pay and allowances include dislocation allowance and advance PCS travel pay (both deducted from travel settlements), advance pay (collected proportionately from the soldier’s monthly paycheck over 12 to 24 months), and casual pay (not recommended, but collected as a lump-sum the following pay period).

(b) Request a TLA authorization statement from the housing office.

(c) Hand-carry the TLA supporting documents (a(3)(b) above) to the finance office for payment of authorized TLA expenses. Payment is made by direct deposit into the next regular paycheck or by immediate electronic-funds transfer (EFT).

(2) Outgoing soldiers will—

(a) Pay the balance of lodging costs in full, either the day of departure or in advance to ensure immediate TLA processing and payment.

(b) Request a TLA authorization statement from the housing office.

(c) Hand-carry the TLA supporting documents (a(3)(b) above) to the finance office for payment of authorized TLA expenses.

(3) Finance offices will—

(a) Immediately process TLA payments (on receipt of TLA supporting documents) by direct deposit or EFT, because of the soldier’s in-transit status.

(b) Process a 3-day TLA advance payment request if the soldier has paid all expected lodging expenses in advance and is departing before or after normal hours of operation or unable to outprocess during normal hours of operation (for example, during a holiday weekend).

NOTE: The amount of the advance is based on the days preceding the soldier's departure and the days the finance office will be closed or unavailable to the soldier. For example, if the soldier departs on a Sunday morning during a 3-day holiday weekend (Friday being the holiday), the soldier is authorized an advance payment to cover all 3 days. However, soldiers separating from the service or not in an authorized TLA status will not receive an advance payment.

c. When soldiers temporarily occupy quarters with family members or friends, the finance office will pay soldiers only for the meals and incidental expenses portion of the TLA.